



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

COLLEGE "PJETËR BUDI" - PRISHTINA

REGULATION ON THE WORK OF THE STEERING BOARD OF THE COLLEGE "PJETËR BUDI" - PRISHTINA

Prishtina, 2020



Pursuant to Articles 19 of the Statute, the Steering Board of the College "*Pjetër Budi*" - Prishtina, in the meeting held on 30.12.2020, approved the following:

REGULATION ON THE WORK OF THE STEERING BOARD OF THE COLLEGE "PJETËR BUDI" - PRISHTINA

I. GENERAL PROVISIONS

Article 1

This Regulation defines the method of work of Board of Directors of the College "*Peter Budi*" - Pristina by the invitation to the meeting, the holding of the meeting, decision-making and implementing decisions as and other relevant issues.

II. VERIFICATION OF THE MANDATE OF THE BOARD MEMBERS

Article 2

The College founder invites the Constitutive meeting of the Board, who chairs it until the President of the Board is elected.

Article 3

- 3.1. At the first meeting, the Board of Directors verifies the mandate of its members based on the report of the Secretary General, regarding the regularity of the election of members of the Board of Directors by the Senate.
- 3.2. The report is voted by those present.
- 3.3. If the Board of Directors finds that the appointments have not been made properly or if there is a conflict of interest for one or more members of the Board of Directors, then it requests the Academic Senate to make new elections for the contested positions within two weeks.
- 3.4. In the event of a contested election or appointment, the constitutive meeting of the Governing Board shall be adjourned until the election or appointment has been successfully repeated.

Article 4

- 4.1. After verification of the mandate, the present members of the Board of Directors sign the declaration with the following text: "I declare that I will perform my duties with honor and loyalty, with justice and without bias, that I will contribute to the fulfillment of the duties of
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the Board of Directors, that I will exercise my mandate with conscience and responsibility, that I will represent with dedication the interests of the College and that I will abide by the Law on Higher Education of Kosovo, the Statute and other normative acts of the College.

III. ELECTION OF THE PRESIDENT AND VICE PRESIDENT OF THE BOARD OF DIRECTORS

Article 5

5.1 The Board of Directors, in the first constitutive meeting, elects the President of the Board from among its members with the right to vote. The election of the chairman of the board is done by an absolute majority of votes of all members of the Board with the right to vote (minimum 3 votes, out of 5 members with the right to vote).

5.2. The vice president is elected by a majority of votes from the members appointed by the Academic Senate

IV. MEETINGS OF THE BOARD OF DIRECTORS

Article 6

6.1. Meetings of the Board of Directors are convened and chaired by the President of the Board of Directors.

6.2. In the absence of the president, the meeting is chaired by the vice president. If the Vice President is not present at the meeting, the meeting is chaired by the oldest member of the Board.

6.3. The president convenes meetings as needed. During the regular study period, Board Meetings are held at least every five weeks.

7. Extraordinary meetings may be held at any time according to the prescribed procedures. The agenda for these meetings should be limited to one or a maximum of two main points. During the meeting of the Board of Directors, it may be decided to convene a future meeting of the Board. In such cases, invitations to meet should be sent to Board members who are not present.

8. In case of dismissal of the president and vice president, the senior member of the Board of Directors organizes the election procedure without any delay.

9. The meetings of the Board of Directors are closed to the public, unless the Board of Directors decides otherwise.

10. Board members will be invited at least three days before the meeting. Invitations can be made in writing, by fax, by e-mail or in any other technical form, by which delivery and information are secure.

11. The President has the right at any time to invite experts or other persons to the meeting.

12. The President is obliged to convene a meeting of the Board of Directors if requested by at least 2/3 of the members and if the purpose of the meeting is justified in writing.



13. If the president / vice-president of the Board of Directors does not respond to the request of at least 2/3 of the members to convene meetings within three days, the meeting is convened by the oldest member of the Board of Directors.

Article 7

- 7.1. All members of the Board of Directors are obliged to attend the meetings of the Board.
- 7.2. The members of the Board of Directors vote in person and the delegation of votes is not allowed.
- 7.3. Before the meeting of the Board of Directors, the members will sign the participation list, which is an integral part of the minutes. A member of the Board of Directors may be absent from the meeting for reasonable reasons. For non-attendance at the meeting, the Board member must notify the President in a timely manner.
- 7.4. The Rector, the Secretary General and the Speaker of the Student Parliament are members of the Board ex officio without the right to vote.
- 7.5. The President of the Student Parliament may attend meetings of the Governing Board, without the right to vote, when dealing with matters relating to students. Participation is coordinated in advance with the Chairman of the Board.

Article 8

- 8.1. The President chairs the meeting from the opening to the end of the meeting.
- 8.2. The preparation of the materials for the meeting of the Steering Board is taken care of by the President in cooperation with the Vice President, who is assisted by the Secretary General and the Rector.
- 8.3. At the beginning of the meeting, the president ascertains whether there is a quorum, proposes the agenda, opens the discussion about the agenda, ascertains the approval of the agenda.
- 8.4. The President gives the floor to the discussant, ascertains the closure of the consideration of a certain topic, puts the issue to a vote, ascertains the approval or rejection of the proposal, takes measures to ensure the smooth running of the meeting, ascertains the end of the meeting and takes action other necessary for the conduct and conduct of the meeting under this regulation.
- 8.4. The members of the Board of Directors have the right to propose the change and completion of the agenda, justifying the proposal.
- 8.5. The materials or requests, which are attached during the meeting, can be approved by a majority vote of the total number of voting members.

Article 9

- 9.1. After the approval of the agenda, the issues that are within the approved items of the agenda are reviewed and decided.
- 9.2. The report and the reasoning about each item on the agenda is presented by the president or the person appointed by him, after which the president opens the discussion.
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9.3. All present members of the Board of Directors can participate in the discussion and present their opinions, proposals on issues, which will be decided at the meeting.

9.4. The President gives the floor according to the order of presentation for discussion.

9.5. The President is responsible for the observance of the Rules of Procedure, for the actions and behavior of the members according to the order.

9.6. The President has the right to adjourn the meeting if he finds that there are no normal conditions for holding it.

Article 10

The Board of Directors, on the proposal of the president or any other member, may decide to adjourn the consideration of certain issues and prepare in more detail for the next meeting.

Article 11

11.1. The president takes care of maintaining order in meetings.

11.2. The President and the participants in the meeting of the Board of Directors are obliged to adhere to this regulation.

11.3. The following measures may be imposed for violating the order in the meeting:

- a) Warning,
- b) Taking the floor, and
- c) Leaving the meeting

Article 12

12.1. Verbal reprimand can be issued to the attendees, if by his behavior and discussion he disrupts and hinders the normal work of the meeting.

12.2. Taking the floor is imposed on the member of the Board of Directors, who with his behavior and statements disrupts the normal work of the Board of Directors, for which he has previously been reprimanded.

12.3. The president warns and takes the floor.

12.4. Leaving the meeting is imposed on the participant, if even after receiving the speech it hinders the progress of the meeting.

12.5. The departure from the meeting is announced by the Steering Board with a majority of votes. The participant, who has been imposed this measure, is obliged to leave the meeting immediately. Departure is for that appointment only.

Article 13

13.1. Each member of the Board of Directors has the right to submit a request-complaint on a certain topic.

13.2. The chairperson has the right to request that the request-complaint be provided in writing.

I. DECISION, VOTING AND ELECTION



Article 14

14.1 A quorum of five members is required to hold meetings of the Governing Board (of which at least 3 members must be eligible to vote).

14.1. Before the vote, the president formulates the proposal for the decision or the request regarding that item on the agenda.

14.2. After reviewing and concluding the discussions according to the agenda item, the Steering Board makes a decision or conclusion according to the agenda item.

14.3. The Steering Board takes decisions by a majority vote of the members present. In case the number of votes is equal, the vote of the president is decisive.

14.5. If there are more proposals for decisions or conclusions, first vote on those in the material or on proposals from the college bodies, and then on the other proposals.

14.6. Voting is open by show of hands or by secret ballot. The manner of voting is decided by the Board of Directors in the respective meeting, unless otherwise provided by the Statute of the College.

14.7. Voting takes place: "for", "against" and "abstention".

Article 15

15.1. The secret ballot procedure is implemented by a commission formed by the Board, composed of three members. At least one member of this committee must be from among the members elected by the Senate.

15.2. After the vote, based on the voting results, the president finds that the draft decision or conclusion has been approved or rejected.

II. ELECTION OF THE RECTOR

Article 16

17.1. The Rector is elected by the Board of Directors from the list of candidates proposed by the Professional Commission of three (3) members, which commission is formed by the Academic Senate. The professional commission has the duty to verify whether the candidates submitted for the position of rector meet the conditions provided by the competition.

17.2. The Rector is elected by secret ballot through ballots. The ballot paper will contain all the candidates determined in the list of the professional commission. Each member of the Board of Directors has the right to round up a candidate on the ballot. Ballots that have more than one candidate rounded will be considered invalid. The total number of votes is counted for each candidate. The candidate who reaches the majority of votes of the total number of members with the right to vote is elected rector.



17.3. If no candidate receives a majority of the votes of the total number of members in the first round, the two candidates with the highest number of votes qualify for the second ballot.

17.4. If neither of the two candidates receives a majority of the votes of the total number of members, in three consecutive rounds of voting, the election procedure will be repeated from the beginning as provided by the Statute, i.e. with the announcement of the vacancy for the position of rector.

17.5. The Steering Board has the right to reject the list of candidates proposed by the professional commission.

III. MINUTES FROM THE MEETING OF THE BOARD OF DIRECTORS

Article 17

17.1. Minutes are kept at each meeting of the Board of Directors. The minutes are signed by the president and the record keeper.

17.2. The minutes must contain the following elements:

- Place, date and time of the beginning and end of the meeting;
- Agenda;
- List of participants and those who are absent;
- All proposals and results of the respective voting, and
- Essential notes on the course of the meeting.

17.3. The minutes must be prepared within one week after the meeting of the Board of Directors and must be sent to the members of the board on occasion when sending the materials for the next meeting of the Board.

17.4. The minutes are approved at the next meeting of the Board.

17.5. The minutes are kept in the archives of the College.

IV. COMMITTEE OF THE BOARD OF DIRECTORS

Article 18

18.1. The Commissions are subsidiary bodies of the Board of Directors.

18.2. The Committees are formed by the Board of Directors in accordance with the Statute of the College and assist the Board in specific matters of its work.

V. ACTS OF THE BOARD OF DIRECTORS

Article 19

19.1. The Steering Board approves and issues:

- Statute of the College;
 - Regulations;
 - Decisions;
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- Conclusion;
- Recommendations.

19.2. The Board of Directors provides an authentic interpretation of the acts it adopts.

19.3. The registrar is obliged to prepare the decisions and recommendations from the meeting of the Steering Board, while the regulations are prepared by the relevant commission formed especially for this issue.

Article 20

The provisions of this regulation apply to all members of the Board of Directors and third parties invited or engaged in the procedures of the Board of Directors.

Article 21

For all matters not included in this regulation, the provisions of the Statute of the College and the Law on Higher Education in the Republic of Kosovo shall apply.

XII. TRANSITIONAL PROVISIONS

Article 22

22.1. The President of the Board of Directors takes care of the correct implementation of this regulation.

22.2. The authentic interpretation of this regulation is made by the Board of Directors.

22.3. This regulation enters into force on the day of approval by the Board of Directors.

22.4. With the entry into force of this regulation, the legal provisions of the regulation which regulate the same matter cease to be valid.

Article 23

Amending and supplementing this regulation can be done according to the same extraction procedure.
Prishtinë

President of the Board



Besim Ajeti